United Nations ST/IC/2003/45

Secretariat

13 August 2003

Information circular*

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: **2004 national competitive recruitment examinations**

1. The purpose of the present information circular is to invite applications from staff members in the General Service and related categories of the United Nations Secretariat who wish to take the national competitive recruitment examinations at the P-2 level in 2004, in accordance with the provisions of administrative instruction ST/AI/1997/1.

2. The 2004 national competitive recruitment examinations will be held in mid-February 2004 in the following P-2 occupational groups: administration, demography, information technology, library, political affairs, social affairs and statistics.

3. A list of participating Member States is contained in the annex to the present circular.

4. Staff members who meet the conditions set out in administrative instruction ST/AI/1997/1 may apply by completing the attached application form and an updated Personal History (P11) or Personal History Profile (PHP) found in the Galaxy system and forwarding them, by 30 September 2003, to: 2004 NCRE (Staff members), Examinations and Tests Section, Room S-2575E, Specialist Services Division/Office of Human Resources Management. The most recent performance appraisal form (PAS) and copies of all university degrees obtained must be attached to the application. Incomplete applications will not be considered.

* Expiration date of the present information circular: 31 December 2004.

03-46707 (E) 200803

United Nations application form for the 2004 national competitive recruitment examination for General Service staff members of the United Nations Secretariat only

Section I
Personal data

Last name: _____ Room No.: _____ Ext.: _____

First name: _____ Index No.: _____

E-mail: _____ Nationality: _____

Gender: _____ Grade: _____ Duty station: _____

Department: _____ Appointment: _____

EOD date: _____ Expiration date: _____

Date of birth: _____

Section II
Type of examination

Occupational group: _____

Latest copy of performance appraisal (PAS) attached: _____

Period covered in your PAS: _____

Copies of degrees attached: _____

Updated P11 or PHP attached: _____

This application, together with the documentation requested in section II, should be submitted by 30 September 2003 to the Examinations and Tests Section, Specialist Services Division, Room S-2575E. Applications may also be submitted by e-mail (OHRM_ets@un.org) or faxed to +1-212-963 3683.

Date: _____ Signature: _____

Annex

List of Member States participating in the 2004 national competitive recruitment examination programme

Afghanistan
Andorra
Angola
Antigua and Barbuda
Bahrain
Brazil
Brunei Darussalam
Cambodia
Comoros
Cyprus
Czech Republic
Georgia
Germany
Grenada
Guatemala
Guinea-Bissau
Honduras
Iraq
Israel
Japan
Kiribati
Latvia
Libyan Arab Jamahiriya
Liechtenstein
Madagascar
Maldives
Malta
Mauritius
Mexico
Micronesia
Monaco
Norway
Oman
Paraguay
Poland
Portugal
Qatar
Republic of Korea
Republic of Moldova
Saint Lucia
Samoa
San Marino
Sao Tome and Principe
Seychelles
Singapore
Slovenia
Solomon Islands
South Africa
Suriname
Switzerland
Tajikistan
Timor-Leste
Tonga
Turkey
Turkmenistan
Tuvalu
United States of America
Uzbekistan
Vanuatu
Viet Nam
Yemen